

MINUTES

Reading Parking Authority

24 August 2011

The Reading Parking Authority held their meeting on Wednesday, 24 August 2011 at 5:30 P.M. in their office at 613 Franklin Street, Reading, PA.

Board Members Present

George Cook, Chairman

Jack Lantrip, Vice Chairman

John M. Darlington, Treasurer, Asst. Secretary

Mark Cinciosi, Board Member

Mike Polyak, Board Member

Absent

None

Others Present

Lawrence Lee, Executive Director, RPA

Christina Gilfert, Finance Manager, RPA

James Lillis, Solicitor

Guest(s)

Valdis Lacis, Reading Eagle

Mohammad Hashamy, Parking Developer

Uwnas Hashamy, Parking Developer

The meeting was called to order by the Chairman of the Board at 5:30 PM.

Public Comments

None

Guest

Mohammad Hashamy and Uwnas Hashamy, Parking Developers, addressed the board relative to potentially lease of the 4th and Cherry and South Penn garages for a guaranteed fee of \$40,000 per month for both facilities. The Chairmen stated that the Parking Authority is committed to our union workers and not interested in leasing out the facilities to an outside agency. The solicitor further indicated that a proposal of this nature is outside the defined scope of the Reading Parking Authority whereby the Authority owns, operates and manages all of our garages/lots.

Reading and Approval of the Minutes

Motion 2010-32 was made by Mr. Lantrip to accept the minutes from the last meeting. The motion was seconded by Mr. Polyak. The motion passed.

Correspondence

None

Executive Director's Report

Convention Center Garage

All work has been completed at the DoubleTree and the final invoice from the general contractor, Whiting Turner, for \$125,058.79 to be paid tonight. An eleven month walk thru will be conducted the week of 29 August with Whiting Turner personnel to correct any one year warranty items.

JW Conventions

The seventh JW convention was held from 19-21 August. Parking was provided at the DoubleTree, South Penn, Chiarelli Plaza garages and the 6th and Cherry open lot. Monthly permit holders will not be affected by JW parking. The Reading Redevelopment Authority is generously donating the use of the open lot across from the Sovereign Center thru August.

The remaining convention date is: 26-28 August

Berks County Services Parking

The finance manager met with Berks County representatives to discuss temporary parking arrangements at the DoubleTree Convention Center garage while renovations are being done at their underground parking location. Coordination is ongoing.

Mandatory Training

The Authority has scheduled a mandatory training class on 7 January 2012 for all union employees for required training (sexual harassment, ADA, equal opportunity and dealing with difficult people). The training will be conducted at the Wyndham and will cost \$495. Previous training was conducted in 2003 and 2008.

Meter Enforcement

The executive director met with city council members to seek enforcement until 8 PM for parking meters for a one block radius around the Sovereign Center. The request also included enforcement on Saturdays and extending the timed metered area from one hour to two hours. The recommendations will be voted upon by city council early in September to coincide with the 1 Oct 11 start date of our reduced fees for general parking for sporting events at the Sovereign Center. Decisions on increasing meter fees in addition to the potential purchase of IPS meters will be made in September/October.

IPS Meter Trial

The trial has been running for approx. two months. Problems remain minimal with the meters. The ratio of cash to credit has remained steady at 90% cash to 10% credit. A comprehensive analysis of all benefits and liabilities will be reviewed for the September meeting. Advantages include: excellent performance, minimal maintenance issues, efficient credit card operations, credible revenue from puck operations (zero time out when space is vacated). Disadvantages include: Initial costs of \$500 per meter, additional costs for pucks (\$120 each), annual maintenance fee of \$23,000, credit card usage costs, limited customer use level at 10%, and significantly cheaper alternatives.

Parking Ticket Processes

Coordination is ongoing with Duncan Solutions to implement processes with civil ticket procedures. We are awaiting legislative action in Harrisburg as well as a potential contract and timelines for implementation.

Health Insurance

The executive director is soliciting quotes from a number of potential vendors for health care options for 2012. The Authority received a 7% increase from our existing carrier, BlueCross; however further negotiations have resulted in a flat renewal with BlueCross. A recommendation will be provided to the board at the September meeting.

2011 Budget Review

The Finance Manager addressed the financial status of the Budget/Revenue for 2011.

-Operating Budget: The Authority is \$172,244 ahead of budget projections for operations.

However, it should be noted that some line item numbers have been paid in advance and other are paid once per year (pension) skewing the report.

-Revenue Report: The Authority revenues are \$256,050 ahead of last year's revenue at this time. Violation revenues have improved and are currently \$182,913 ahead of violation revenues from last year (2010). Increased ticket prices and out of state collections are accounting for the increase.

-Cash Flow: The cash flow as of 31 July 2011 is \$5,696,733 compared to \$6,281,238 in 2010. Expenses have increased significantly as our Act 47 contributions are captured in this line item. Also grant revenues received last year accounted for the higher cash flow in 2010.

Motions for the Board

1. That the board passes a motion to accept the minutes from the last board meeting. Motion 2011-32.

2. That the board accepts the accounts payable from the previous meeting. Motion 2011-33.

Solicitor's Report

None

Approval of Accounts Payable

Motion 2011-33 was made by Mr. Lantrip and seconded by Mr. Polyak to accept the accounts payable. Motion 2011-33 passed.

Old Business

None

New Business

None

Other Business

The executive director shared a thank you note from the "Top of the Block" for the use of the roof of the DoubleTree Convention Center garage for an event last month.

Executive Session

Executive session included contract negotiations and personnel issues.
The meeting adjourned at 6:30 PM.

RPA Next Regular Meeting

The next board meeting is scheduled for 28 September 2011.